



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

RELOCATION COUNSELOR-2 POSITIONS

Posting Number

PN# 107328

Department

HOUSING and COMMUNITY DEVELOPMENT

Division

HOUSING PROGRAMS & INSPECTION SERVICES

Section

HOUSING PROGRAMS

Reporting Location

601 SAWYER, 4TH FLOOR

Workdays & Hours

MONDAY-FRIDAY, 8:00 am-5:00 pm*

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Inform displaced residents/business owners of services available through the relocation program.
- Investigate displacee's preferred neighborhood to locate acceptable site and discuss purchase/rental specifics with displacee.
- Serve as liaison between displacee and the City to facilitate entry into the relocation program.
- Contact real estate agencies, mortgage and title companies and other agencies as needed to facilitate purchase or lease of replacement property.
- Prepare and submit necessary forms and documentation to secure relocation payments.
- Maintain files on each displacee and documents all services and payments.
- Inform displacees of housing discrimination laws and outside agencies for necessary support services and counseling.
- Provide referrals for available services.

WORKING CONDITIONS

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in Real Estate, Business or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of experience in real estate or a closely related field is required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 15
\$901 - \$1,217 Biweekly \$ 23,426 – 31,642 Annually

OPENING DATE

October 26, 2005

CLOSING DATE

November 1, 2005

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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